



Benton County Development \* Building Safety Division  
905 NW 8th Street \* Bentonville, AR 72712\* (479) 271-1003

## RESIDENTIAL BUILDING PERMIT APPLICATION

Date: \_\_\_\_\_

Parcel No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

911 Address of Structure: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Remodel Built Before 1978: Yes or No

Subdivision: \_\_\_\_\_

Property Owner: _____	Contractor: _____
Phone: _____ Fax: _____	Phone: _____ Fax: _____
Email: _____	Email: _____
Mailing Address: _____	Mailing Address: _____
City: _____ Zip: _____	City: _____ Zip: _____
<input type="checkbox"/> send Certificate of Occupancy to this address	<input type="checkbox"/> send Certificate of Occupancy to this address

### New Dwellings/Additions/Garages: (Cost is based off Square Footage/Cost of Construction)

Total Heated SF:  Garage SF:  Unfinished Basement SF:  Total SF:

Number of Stories:  Number of Bedrooms:  Foundation Type:

#### \*Misc. application is being made for the following reason:

- ☐ **Plumbing (\$50.00) (circle one)** Well - Rogers Water District  
Benton County Water #5 – Benton County Water #4-  
City of Bentonville – Centerton - Lost Bridge Village
- ☐ **Gas (\$50.00) (circle one)** Well - Rogers Water District -  
Benton County Water District #5 – Benton County Water #4-  
Springdale Water District -Centerton - Lost Bridge Village
- ☐ **Electrical Upgrade (\$50.00)**
- ☐ **Manufactured/Modular Homes Setup (\$100.00)**

Man. Home Co.: \_\_\_\_\_

- ☐ **Home Relocation (\$100.00)**
- ☐ **Existing Cell Tower Upgrade (\$50.00)**
- ☐ **Carport (\$50.00) w/concrete slab (\$100.00)**
- ☐ **Storm Shelter (\$50.00)**
- ☐ **Swimming Pool (\$50.00)**
- ☐ **Deck (\$50.00)**
- ☐ **Other** \_\_\_\_\_

(fees will vary)

Electric Provider: \_\_\_\_\_

Water Provider: \_\_\_\_\_

**\*\*An approved septic permit from the Health Department (986-1300) is required at the time of permit application submittal for manufactured homes or home relocation. Per Planning Regulation 4.6.8.iii.(b), only one dwelling unit and one septic system per parcel\*\***

((06 Arkansas Plumbing & Gas Code)  
Adopted Mar. 2008

(14 NEC Code)  
Adopted Nov. 2014

(2010 Mechanical Code)  
Adopted Sept. 2010

(12 Arkansas Fire Prevention Code)  
Adopted Jan. 2014

(2014 Arkansas Energy Code)  
Adopted Jan. 2016

**Note:** This permit becomes null and void if work or construction authorized in not commenced within 6 MONTHS, or if construction or work is suspended or abandoned for a period of 6 MONTHS at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provision of the Law and Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or Local Law regulating construction or the performance of construction.

Signature of Owner (If Owner is Builder)

Date

Signature of Contractor

Date

**\*\*Directions to Job Site (Please Print)\*\***

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**OFFICE USE ONLY**

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: Yes ☐ No ☐

\_\_\_\_ Floodplain Designation: \_\_\_\_\_

\_\_\_\_ MS4 Area \_\_\_\_\_ Driveway Permit

Is Structure in City Boundary? \_\_\_\_\_ City: \_\_\_\_\_

Date Project Completed: \_\_\_\_\_

Construction Type: IA IB IIA IIB IIIA IIIB IV VA VB

Use Group: A-1 A-2 A-3 A-4 B E F-1 F-2 H-1 H234 H-5 I-1 I-2 I-3 I-4 M R-1 R-2 R-3 R-4 S-1 S-2 U

- ☐ GC License
- ☐ Elec License
- ☐ Plumb License
- ☐ HVAC License
- ☐ Manual J
- ☐ Manual D

Permit # \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

Cash: \_\_\_\_\_ Check# \_\_\_\_\_  
(Permit fees are non-refundable)

Electric Provider: \_\_\_\_\_

Water Provider: \_\_\_\_\_

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## Benton County Development – Building Safety Division Checklist for Building Permit Application

- ☐ **911 Address** – *This can be obtained from 911 Administration at 271-1085.*
- ☐ **Parcel Number** – *This can be obtained from the Real Estate Assessor's office at 271-1037.*
- ☐ **Floodplain**– 

☐ **YES**  
☐ **NO**

*This will be determined by the Building Safety Office.*
- ☐ **Septic Approval** – *The approved septic permit from the Health Department (986-1300) must be submitted. Per Planning Regulation 4.6.8.iii.(b), only one dwelling unit and one septic system per parcel.*

**THE BUILDING DEPARTMENT WILL NOT ACCEPT BUILDING PERMIT APPLICATIONS WITHOUT THE APPROVED FORM.**

- ☐ **Driveway Permit** – *Approval from the Benton County Road Department (271-1052) for a new connection to a county road must be obtained before a building permit is issued for any new construction.*  
**THE BUILDING DEPARTMENT WILL NOT ACCEPT BUILDING PERMIT APPLICATIONS WITHOUT THE APPROVED FORM.**
- ☐ **Manual J Calculations for HVAC** – *Obtain this from your HVAC contractor, must be submitted prior to framing inspection.*
- ☐ **Manual D calculation for HVAC duct work**- *Obtain this from your HVAC contractor, must be submitted prior to framing inspection.*
- ☐ **Contractor Licenses** – **A COPY OF ALL LICENSES MUST BE PROVIDED WITH EACH NEW PROJECT.**  
*The Owner Affidavit must be signed if the applicant is the property owner and is performing the work.*

Contractor \_\_\_\_\_ Electrical \_\_\_\_\_  
(company name) (company name)

HVAC \_\_\_\_\_ Plumber \_\_\_\_\_  
(company name) (company name)

- ☐ **Building Plans** – *Doors, window sizes, smoke detectors, room designations and utility setbacks need to be marked.*
- ☐ **Site Plan, Survey or Plat** – *This can be obtained from the Circuit Clerk at 271-1017.*

Setbacks: Front \_\_\_\_\_ Right Side \_\_\_\_\_ Left Side \_\_\_\_\_ Back \_\_\_\_\_

- ☐ **Utilities** – Electric Company \_\_\_\_\_ Gas/Propane Company \_\_\_\_\_  
Water Company \_\_\_\_\_ Septic or Sewer (circle one)

- ☐ **Signed Inspection Request Affidavit**
- ☐ **Building Permit Fee** – *The fee is calculated based on the heated and unheated spaces of the building as well as area usage. All enclosed porches and garages are included in this calculation.*

**\*\*All required documents and information must accompany the application at time of submission\*\***

Permit Applications can be returned in person to 905 NW 8<sup>th</sup> Street, Bentonville, AR 72712  
or emailed to Audry Gresham at: [Audry.Gresham@bentoncountyar.gov](mailto:Audry.Gresham@bentoncountyar.gov)  
Call (479) 271-1003 with any questions or concerns regarding this application or building permits



## INSPECTION REQUESTS BENTON COUNTY ARKANSAS BUILDING SAFETY DIVISION

Per the 2012 International Residential Code/Arkansas 2012:

### R109.3 Inspection requests:

“It shall be the duty of the permit holder or their agent to notify the building official that such work is ready for inspection. It shall be the duty of the person requesting any inspections required by this code to provide access to and means for inspection of such work.”

When requesting an inspection, we will **NOT GUARANTEE** any appointment times, nor AM or PM requests. We will try our best to accommodate everyone within our means. The inspection **MUST BE READY** for the day that you have requested. If the jobsite isn't ready upon arrival of the inspector, there will be a \$50 re-inspection fee applied.

### PROPERTY ADDRESS:

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By signing below, you state that you understand and will adhere to our inspection request requirements.

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**Owner/Contractor Signature**

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**Date**



**OWNER/MEP AFFIDAVIT  
BENTON COUNTY ARKANSAS  
BUILDING SAFETY DIVISION**

The Benton County Building Safety Division requires all applicants for electrical, mechanical, and plumbing permits to have a license as required by Arkansas State Laws.

A property owner is not required to have licenses to make application for electrical, mechanical, and plumbing permit for a single family residence that said property owner occupies.

**PROPERTY ADDRESS:**

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Now, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I, \_\_\_\_\_,  
(Please print your name)

declare that I am applying for a permit as indicated for the above described property; that I will be responsible for performing the work and meeting the requirements of all codes, ordinances, and laws; that I am the owner of the above described property; and that the intent for the use of the property is by the owner as a single family residence. Therefore, I am not required to have a license to apply for a permit.

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**Owner Signature**

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**Date**